

**Tasking Memorandum No. 99-288**

**Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS**

**Subject:** Motor Vehicle Management and Acquisition of Alternative Fueled Vehicles (AFVs)

**Date:** August 31, 1999

**Suspense Date:** September 14, 1999

**Target Audience:** Commanders, Defense Contract Management Districts

Commanders, Contract Administration Offices

ATTN: Fleet Managers

**Requirement(s):**

- Districts and CAOs are under the purview of:
  - Executive Order No. 13031, Federal Alternative Fueled Vehicle (AFV) Leadership.
  - DCMC Performance Goal 2.1.11.
- Executive Order 13031 of December 13, 1996 directs that all Federal agencies (CONUS) acquire 75% of the vehicles scheduled for replacement with AFVs in FY 99 and beyond. DCMC will not achieve this goal with our current execution rate of 28%.
- More comprehensive controls are required on the GOV replacement and the AFV ordering process.
  - All vehicles must be replaced in accordance with the 75% AFV acquisition mandate and minimum utilization targets of 10,800 miles per vehicle per year.
  - AFVs should be selected based upon the type of fuel available in the area the vehicle will be located. (Select <http://afdcmap.nrel.gov/nrel/> for alternative fuels available by location.)
  - Additional incremental AFV costs will be included in the annual budget and POM cycle.
- Effective immediately, District and CAO authority for replacement of GOVs/AFVs is withdrawn. DCMC Fleet Managers are not authorized to order replacement vehicles without prior approval from DCMC-BA, Resource and Organizational Management Office .
- CAO Fleet Managers should forward FY 00 GOV/AFV replacement orders to District Fleet Managers by September 14, 1999. DCMC-BA/ATTN: Lisa LeGrand, should simultaneously be provided with a courtesy copy of the request and the completed replacement order.
- District Fleet Managers, will (1) consolidate responses; (2) validate the requirement in accordance with the 75% AFV acquisition mandate and minimum annual utilization targets of 10,800 miles per vehicle; (3) ensure that each CAO has submitted an order (or does not have vehicles subject to replacement); and (4) forward consolidated listing to DCMC-BA by September 21, 1999.
- AFV incremental costs will be certified and centrally funded by HQ DCMC.
- If FY 00 replacement orders were submitted prior to receipt of this tasking memorandum, they should be reevaluated and revised as necessary, and forwarded to District Fleet Managers in accordance with the above guidance.
- The PLAS process code for this activity is 211.

**Point of Contact for Further Information:**

Lisa LeGrand or Peggy Keane, DCMC Resource and Organizational Management Team (DCMC-BA)

Phone: (703) 767-2449 or (703) 767-2457, DSN 427; Facsimile: (703) 767-2447 or DSN 427

Email: [Lisa\\_LeGrand@hq.dla.mil](mailto:Lisa_LeGrand@hq.dla.mil) or [Peggy\\_Keane@hq.dla.mil](mailto:Peggy_Keane@hq.dla.mil)

**Signature:**

  
MARIALANE SCHULTZ, Deputy Executive Director, Business Operations

Attachment: GSA 2000 AFV Interim Product Guide